

## DUTY STATEMENT

<b>Class Title:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 804-491-5393-713
<b>Unit:</b>	
<b>Section:</b>	
<b>Branch:</b> HIV CARE Branch	
<b>Division:</b> DHS Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Associate Governmental Program Analyst (AGPA) provides a variety of technical, analytical, and consultative support to the manager responsible for the administration of the CARE Act grant. The AGPA works independently, with minimum supervision, to identify and resolve operational problems and performs the analytical tasks necessary to aide the Chief in the administration of the areas identified below.

**Supervision Received:** General direction from the Health Program Manager II, Chief of the Care Branch.

**Supervision Exercised:** None

**Description of Duties:** Participates in program planning and evaluation, policy and systems development, and trend analysis; researches issues; provides technical assistance; assists in the preparation of Ryan White CARE Act Title II application and progress reports; and provides assistance to the Branch Chief in the administration and daily work flow of the grant program activities. The AGPA must be knowledgeable in Microsoft Outlook, Excel, and Word.

### Percent of Time      Essential Functions

**35%** Coordinates the preparation of the annual CARE Act grant application, ensuring compliance with state, departmental, and federal guidelines; prepares grant applications and transmittal packages for submission to the DHS Contract Management Section; monitors the review and approval process of grant applications; acts as liaison with the DHS Accounting Section to track document encumbrances in order to ensure timely processing and execution; determines reasons for delays in the application and/or encumbering process and initiates/performs activities to resolve any problems; assists accounting staff in the preparation of interim and final financial status reports; reviews and analyzes OA proposals for federal program post award changes (programmatic and re-budgeting) to determine if prior approval is required by the federal grants management officer; advises and assists program staff with the coordination of such requests; coordinates and monitors requests to lift any grant restrictions imposed by the grantor organization; coordinates the preparation and submittal of quarterly progress reports to the federal Health Resources and Services Administration (HRSA) that includes both narrative and data; ensures that all special grant requirements are met within the directed time frames; and initiates correspondence to HRSA, as necessary, relating to the administration of the grant.

**25%** Plans and develops the annual grant budget; prepares budgetary projections and recommendations relating to budget reductions/increases; develops comparative funding and

expenditure charts to monitor availability and transfer of funds and to maintain budgetary data; acts as liaison with the Division administrative assistants, the DHS Budget Section, the DHS Accounting Section, and control agencies regarding budgeting, accounting, and financial reporting for the CARE Act grant; analyzes the complex budgetary needs of the grant and develops budget changes as appropriate to facilitate efficient program operation; writes or assists with budget summaries, budget change proposals, and finance letters; coordinates with various departmental and control agency offices relative to the background, support, and need of budget changes; responds to the Legislative Analysts' Office on program inquiries; develops, maintains, and analyzes internal management reports to assist program staff in managing the federal grant allocations; reconciles reports on a monthly basis with the departmental accounting system (CALSTARS); works with the DHS Accounting Section to resolve discrepancies; reviews and approves all branch contract, supply, and equipment requests, ensuring funding code accuracy and funds availability; and provides consultation to staff on interpreting fiscal and expenditure documents.

- 15% Coordinates the preparation for the HIV Comprehensive Care Working Group meetings, which are held approximately every other month and consist of 80 participants, not including special presenters; determines meeting outcomes; coordinates the agenda preparation with a professional facilitator; determines and prepares advance meeting materials; acts as liaison with contractors to ensure all needs of the Working Group members are met, especially those who need special accommodations; acts as liaison at meetings for the Section Chief, contractors, and facilitators to ensure the success of the meeting; ensures follow-up of office of AIDS (OA) "assignments" resulting from meetings; and performs similar activities for Working Group advisors (26) who will attend meetings on a monthly (approximate) basis.
- 15% Provides assistance to the Section Chief in the administration of grant program activities, which includes: analyzing program objectives and developing program milestones; developing and ensuring compliance with the program's administrative practices and procedures; and developing and monitoring program administrative and technical policies relative to issues affecting the entire branch (as it relates to the CARE Act grant).
- 05% Prepares recommendations and reports; completes survey documents and correspondence in response to inquiries from the public, state, and federal government, and departmental staff; and provides fiscal analysis for legislative bill analyses.

**Percent of Time      Marginal Functions**

05% Other duties as required.

Employee's signature	Date	Supervisor's signature	Date
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